

NJ SMART Timeline – February 2013

DATE	EVENT
Friday, February 1, 2013	Close: Official <i>ACCESS for ELLs</i> Pre-ID Submission

February Action Items

Task	Recommended Completion Date	
Download the NCES SCED code List	February 12, 2013	<input type="checkbox"/> Completed
Attend a Course Roster Submission – Mapping SCED Codes Webinar	February 13, 2013	<input type="checkbox"/> Completed
Map your Local Course Codes to the National SCED Codes	February 28, 2013	<input type="checkbox"/> Completed

For dates and times of NJ SMART Webinars visit <http://www.nj.gov/education/njsmart/training>

NJ SMART Timeline – March 2013

DATE	EVENT
	No Portal Events for this month

March Action Items

Task	Recommended Completion Date	
Finish mapping your Local Course Codes to the National SCED Codes	March 8, 2013	<input type="checkbox"/> Completed
Update SIS with mapped courses codes	March 15, 2013	<input type="checkbox"/> Completed
Link Students and Staff to the mapped SCED Codes	March 18, 2013	<input type="checkbox"/> Completed
Download and review the Course Student Submission Handbook and the Course Staff Submission Handbook	March 25, 2013	<input type="checkbox"/> Completed
Attend a Course Roster – Mapping SCEDs and Data Elements Webinar if further training is needed.	March 29, 2013	<input type="checkbox"/> Completed
Download and begin to input Staff data onto NJ SMART Staff Course Template	March 29, 2013	<input type="checkbox"/> Completed
Download and begin to input Student data onto NJ SMART Student Course Template	March 29, 2013	<input type="checkbox"/> Completed

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Submission Timeline – April 2013

DATE	EVENT
Monday, April 15, 2013	Open: Practice Period CTE and Course Roster Submissions

April Action Items

Task	Recommended Completion Date	
Attend a Course Roster –Features and File Processing Webinar	April 8, 2013	<input type="checkbox"/> Completed
Continue to input Staff data onto NJ SMART Staff Course Template	April 12, 2013	<input type="checkbox"/> Completed
Continue to input Student data onto NJ SMART Student Course Template	April 12, 2013	<input type="checkbox"/> Completed
Upload Staff Course Roster Data to the Course Roster Submission Practice Period.	April 22, 2013	<input type="checkbox"/> Completed
Upload Student Course Roster Data to the Course Roster Submission Practice Period.	April 22, 2013	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in the Staff Course page	April 30, 2013	<input type="checkbox"/> Completed
Resolve Errors and Students Out of Sync in the Student Course page	April 30, 2013	<input type="checkbox"/> Completed

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Submission Timeline – May 2013

DATE	EVENT
	No Portal Events for this month

May Action Items

Task	Recommended Completion Date	
Attend Course Roster – Features and File Processing Webinar if further training is needed.	May 1, 2013	<input type="checkbox"/> Completed
Attend a Course Roster - Mapping SCEDs and Data Elements Webinar if further training is needed.	May 9, 2013	<input type="checkbox"/> Completed
Upload any additional practice data to the Staff Course Section	May 27, 2013	<input type="checkbox"/> Completed
Upload any additional practice data to the Student Course Section	May 27, 2013	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in the Staff Course page	May 29, 2013	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out of Sync in the Student Course page	May 31, 2013	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course	May 31, 2013	<input type="checkbox"/> Completed

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Submission Timeline – June 2013

DATE	EVENT
Friday, June 28, 2013	Snapshot: SID and SMID Management
Friday, June 28, 2013	Close: LDM for EOY State Submission
Friday, June 28, 2013	Close: Practice for CTE and Course Roster Submissions

June Action Items

Task	Recommended Completion Date	
Attend a Course Roster – Features and File Processing Webinar if further training is needed.	June 4, 2013	<input type="checkbox"/> Completed
Upload any additional practice data to the Staff Course Section	June 7, 2013	<input type="checkbox"/> Completed
Upload any additional practice data to the Student Course Section	June 7, 2013	<input type="checkbox"/> Completed
Attend a Course Roster - Mapping SCEDs and Data Elements Webinar if further training is needed.	June 13, 2013	<input type="checkbox"/> Completed
Continue to Resolve Errors and Sections Without Students in the Staff Course page	June 17, 2013	<input type="checkbox"/> Completed
Continue to Resolve Errors and Students Out of Sync in the Student Course page	June 21, 2013	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course	June 21, 2013	<input type="checkbox"/> Completed
Export Course Roster Submission Practice Period Data for both Student and Staff – Data is removed after Practice Period.	June 26, 2013	<input type="checkbox"/> Completed
Update SIS with any changes so that the data matches what is in NJ SMART	June 26, 2013	<input type="checkbox"/> Completed

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Submission Timeline – July 2013

DATE	EVENT
Friday, July 5, 2013	Open: SID and SMID Management
Friday, July 5, 2013	Open: Official EOY State, Course Roster and CTE Submissions

July Action Items

Task	Recommended Completion Date	
Attend Course Roster - Mapping SCEDs and Data Elements Webinar if further training is needed.	July 2, 2013	<input type="checkbox"/> Completed
Attend Course Roster – Features and File Processing Webinar if further training is needed.	July 9, 2013	<input type="checkbox"/> Completed
Upload exported Staff Course Roster Data for the Course Roster Submission Official Period.	July 12, 2013	<input type="checkbox"/> Completed
Upload exported Student Course Roster Data for the Course Roster Submission Official Period.	July 12, 2013	<input type="checkbox"/> Completed
Resolve Errors and Sections Without Students in the Staff Course page	July 22, 2013	<input type="checkbox"/> Completed
Resolve Errors and Students Out of Sync in the Student Course page	July 22, 2013	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course	July 26, 2013	<input type="checkbox"/> Completed
Release Course Roster Submission	July 28, 2013	<input type="checkbox"/> Completed
Update SIS with any changes so that the data matches what is in NJ SMART	July 28, 2013	<input type="checkbox"/> Completed

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Submission Timeline – August 2013

DATE	EVENT
Friday, August 2, 2013	Close: SID and SMID Management closed for the 2012-2013 school year
Friday, August 2, 2013	Deadline: Inactivation of 2012-2013 graduates
Friday, August 2, 2013	Close: Official EOY State , CTE and Course Roster Submissions
Friday, August 2, 2013	Close: LDM Special Education Submission

August Action Items

Task	Recommended Completion Date	
Resolve Errors and Sections Without Students in the Staff Course page and Errors and Students Out of Sync in the Student Course page by the August 2, 2013 5:00 PM Deadline	August 2, 2013	<input type="checkbox"/> Completed
Review the Course Rosters page of the Rosters Refresh/Release Section to confirm that the student and teachers are linked to the correct Course by the August 2, 2013 5:00 PM Deadline	August 2, 2013	<input type="checkbox"/> Completed
Release Course Roster Submission by the August 2, 2013 5:00 PM Deadline	August 2, 2013	<input type="checkbox"/> Completed

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